

Draft of NSPS Job Objectives for USAG-Heidelberg
ASAP Drug Testing Coordinator – YB STND TECH/SPT PB-II

Position: DTC (Occupation 0301, CG: STD, TECHNICIAN/SUPPORT, PB II)

Duties: Plan, develop, coordinate, train, and direct the operations, of the Installation Biochemical Testing Program Collection Point. Direct responsibilities include training Unit Prevention Leaders, Unit Commanders, and civilian supervisors in all aspects of the Army Biochemical Testing Program. Maintains strict quality control procedures on all urinalysis samples prior to submission to the drug testing lab. Serves as the installation subject matter expert on urinalysis collection and testing.

Objective I: Coordinates, administers, monitors, and maintains all aspects of the Installation Biochemical Testing Program to include training and certifying Unit Prevention Leaders (UPL) to conduct unit urinalysis.

Measurement;

1. Conduct four UPL certification courses per year.
2. Conduct a minimum of four UPL recertification courses per year.
3. Conduct background checks on 100% of UPL course applicants.
4. Maintain a 100% accurate roster of certified UPLs.
5. Inspect 100% of unit urinalysis programs per year.

Contributing Factors: Technical Proficiency and Communication
Weight: 30%

Objective II: Provides quality assurance oversight for the collection, packing, and shipping of all urine samples submitted by UPLs. Ensures all samples meet the highest level of forensic evidence collection procedures in accordance with applicable laws and regulations.

Measurements:

1. Inspects 100% of samples submitted ensuring forensic chain-of-custody is intact.
2. Ensures 100% of forensic statements of correction are submitted with each corrected chain-of-custody.
3. Package and mail to FTDTL all samples received from UPLs within two days of receipt.
4. Retrieve test results from FTDTL website a minimum of three times weekly and report results to unit commanders within 24 hours.
5. Maintain 100% accurate positive result tracking log.
6. Maintains a discrepancy rate of less than 3% on all samples submitted to FTDTL.

Contributing Factors: Technical Proficiency
Weight: 30%

Objective III: Implements all aspects of the Drug Free Workplace Act and Executive Order 52164 (Civilian Urinalysis). Maintains Drug Testing Positions (DTP) roster and conducts civilian urinalysis testing for the garrison.

Measurements:

1. Identifies and notifies for urinalysis testing a minimum of 10% of the TDP pool per month using DTP.
2. Maintains 100% accuracy on all Federal Drug Testing Custody and Control Forms (CCF).
3. Schedule all pre-employment urinalysis testing requests within 48 hours of receipt.
4. Provide pre-employment testing results to appropriate CPAC/CPOC within 24 hours of receipt of results.

Contributing Factors: Technical Proficiency and Customer Focus
Weight: 20 %

Objective IV: Maintains accurate records and statistical data of all biochemical testing program activities in accordance applicable laws and regulations. Prepares monthly, quarterly and annual reports for submission to Garrison Commander, ADCO, and Unit Commanders.

Measurements:

1. Maintains 100% accurate records of all submitted urinalysis samples with negative test results.
2. Maintains 100% accurate records of all submitted urinalysis samples with positive test results.
3. Provides ADCO with individual unit 200% testing data monthly.
4. Provides the ADCO with biochemical testing data for the RAPR report on a monthly basis.

Contributing Factors: Technical Proficiency
Weight: 20%